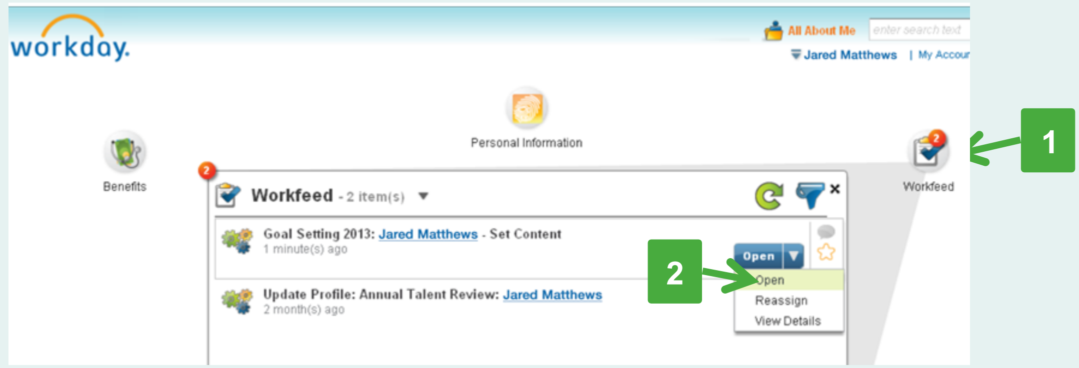
Salaried Employee Key Goal and Responsibility Setting in Workday

This job aid provides high-level information for salaried employees on how to use Workday to set key goals and responsibilities.

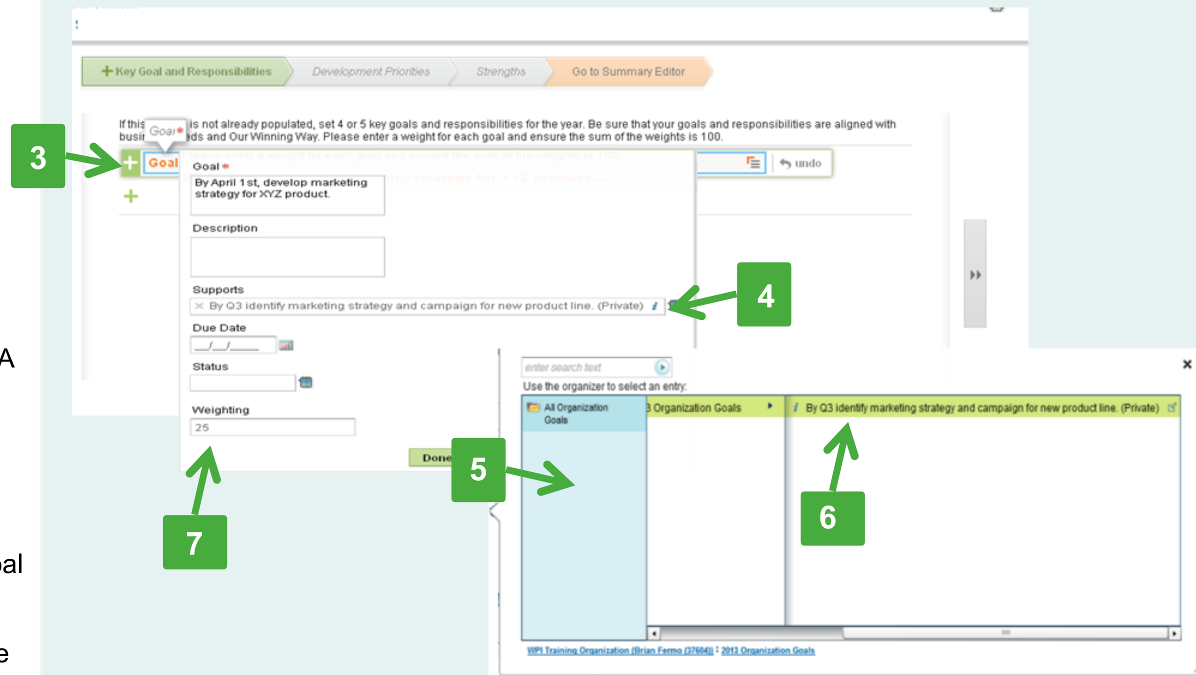
Navigate to Workday at **www.myworkday.com/watson**.



1 Click the **Workfeed** worklet. A list of available tasks appears.

2 Open the “Goal Setting 2013” task.

Click the **Go to Guided Editor** button to use the Guided Editor feature.



3 On the **Key Goal and Responsibilities** tab, click the green plus sign. A window appears where you can record details for 4-to-5 key goals and responsibilities.

4 To align your goals, click in the **Support** field. A pop-up window appears.

5 Choose your organization (department). The pop-up window expands and displays your organization’s goals.

6 Choose an organizational goal to align your goal or responsibility with.

7 Enter a weighting for each goal and ensure the sum of the weights for your goals total 100.

You can navigate through the tabs by either clicking on the tab name or using either the arrow buttons on the right and left of the screen.

Workday Job Aid

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8 Click the **Development Priorities** tab.

9 Click the green plus sign. A window appears where you can record 2-to-3 development priorities that are aligned with Our Winning Way.

10 After entering each development priority, click the **Done** button.

11 Click the **Strengths** tab.

12 Click the green plus sign to enter 2-to-3 strengths.

13 Click the **Go to Summary Editor** tab.

14 In the summary view, review all the content of the form. You can make edits to any section by clicking the **Guide Me** button.

15 Click the **Finish** button to submit the form to your manager.

You can return to the form later if you want to make changes.